



CITY OF MILPITAS SOLE SOURCE/BRAND REQUEST

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PROCUREMENT

When a request is made for a non-competitive procurement and the specification limits the bidding to one source and/or one brand or trade name, the requesting department must complete the following. Please answer in the space provided, or in an attachment address by specific reference, each question listed below (1-5) in your justification. ***Be sure to answer each part of each question. Failure to respond fully to any of the questions could result in delay or rejection of your request due to inadequate justification.***

1. Using appropriate detail, including brand name and model number, briefly describe the product you wish to procure. In the case of a service use enough detail to clearly describe to someone not familiar with the process what you are procuring.

Location: Alameda County Sheriff's Office Regional Training Center (RTC), 6289 Madigan Road, Dublin, Ca., 94568.

The "RTC" is the closest location to the Milpitas Police Department where officers can receive POST mandated training pertaining to the Emergency Vehicle Operations Course (EVOC). The training expense is 100% reimbursable by POST under plan "1." This course is mandated for 82 of the 86 sworn police personnel at a cost of \$242.00 per student.

2. Please check one: Cost: \$ \$19,844.00

- a. ☒ SOLE SOURCE: Item is available from one source only. Item is one-of-a kind and is not sold through distributors. Manufacturer is exclusive distributor.
- b. ☐ SOLE BRAND: Various sources can supply the specified model and brand; competitive bids will be solicited for the requested brand only. Meets form, fit and function - nothing else will do.
- c. ☐ STANDARDIZATION REQUEST: The Department requires the item to standardize parts, design, quality etc. (This requires further discussion with the Purchasing Agent.)

3. What are the unique performance features of the product/brand requested that are not available in any other product/brand? (For services: What unique qualifications, rights, degrees, certifications, licenses and/or experience does this vendor possess?)

There are no facilities available to the Milpitas Police Department within the City where officers can obtain POST mandated training pertaining to low speed and high speed operation of an emergency vehicle. Additionally, our previous training sites outside the City of Milpitas are no longer available. The training will be provided by POST certified "EVOC" instructors at the "RTC."

4. What other products/services have been examined and rejected, and why? *N/A*

SOLE SOURCE/BRAND REQUEST – Continued

5. If justification is based on matching and/or intermixing with existing equipment (refer to 2.c.), list the quantity, manufacturer, brand, and model of the existing equipment, and why the matching is required not simply preferred. *N/A*

I HEREBY CERTIFY THAT:

1. I am an approved department representative, and am aware of the City's requirements for competitive bidding, as well as the criteria for justification for sole source/brand procurements.
2. I have gathered the required technical information and have made a concentrated effort to review comparable and/or equal equipment/service.
3. There is validity as to the information contained herein justifying my request for sole source/brand procurement and meeting the City's criteria.
4. A sole source/brand procurement in this case would withstand a possible audit or a vendor's protest.

REQUESTOR 

DATE: 12/4/15

DEPT./DIV. HEAD: 

DATE: 12/8/15

PURCHASING DIVISION USE ONLY:

APPROVED: 

MANAGER:

NOT APPROVED: _____

DATE: 12/15/15

COMMENTS:

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:	100-3562	\$19,844	100-712-4503	\$19,844
<input checked="" type="checkbox"/> Budget Appropriation				
<input type="checkbox"/> Budget Transfer				

Background

POST (Peace Officers Standards and Training) requires police officers to be trained in emergency vehicle operations every two years. The training requirements pertain to low speed and high speed driving. The Milpitas Police Department has been unable to find a suitable location within the City to provide this training in a safe manner. Our previous training sites are no longer available. The Alameda County Sheriff's Office has a facility in Dublin specifically for the use of emergency vehicle operation training. The training provided at this location satisfies POST requirements.

There is no requirement for matching funds.

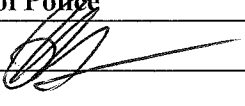
Fiscal Impact: There is no financial impact. The training cost of \$19,844 is fully reimbursable by POST.

Recommendation:

- 1.) Approve a budget appropriation in the amount of 19,844 to the Police Department budget and increase General Fund revenue by \$19,844.

☒ Check if City Council Approval required.

Meeting Date: February 16, 2016

Requested by:	Steve Pangelinan, Chief of Police	Date:
Department Head:	Steve Pangelinan, Chief of Police	Date:
Reviewed by:	Finance Director: 	Date: 1/12/2016
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: